



# Steps for Requesting Additional Retirement Service Credit (ARSC)

## (Air Time or Non-Qualified Service)

### Complete Part 1

Add your name, Social Security number, former name (if applicable), employer, work phone, home phone, and mailing address.

### Complete Part 2

A copy of your completed online service credit purchase estimate calculation must be attached for this to be considered a complete request. Refer to our Web site for the appropriate calculation program. If a copy is not attached, please explain why not.

Based on the online service credit purchase estimate attached to your request, indicate the years of Additional Retirement Service Credit you intend to purchase. Only one box can be checked.

Answer the remaining questions by checking the appropriate boxes and providing any additional information requested, if necessary.

### Complete Part 3

#### Employment Certification

This part of the form is where you certify employment for which the service credit can be purchased, up to a maximum of five years. Although no strict federal guidance has yet been issued, there is a statutory link between “service” and this credit purchase type. Tangible compensation must have been received for your employment. **Do not** include service as an employee of a **government agency** (i.e., federal, state, or local); an **educational organization** (i.e., public or private providing elementary or secondary education); or a **government employees association**.

Acceptable employment can include private industry work or self-employment. While you are not required to include documentation of this employment with your request, should federal guidance be issued in the future documentation may then be required.

Service can be calculated using either a lapsed time or hourly basis method. For each calendar year, use one of the methods shown below. Once you complete each calculation, add the total and enter it in Part 3. Enter “0” if you have no employment to certify. If your certified employment does not equal the total credit you want to purchase, you must pay for any uncertified portion with a pre-tax lump sum payment (rollover or in-service, plan-to-plan transfer).

**The lapsed time method is for reasonably steady employment.** Convert the accumulated years, months, and days to a ratio as indicated below.

1 Year = 1.000

1 Month = 0.100 (if more than 10 months were worked, convert this to one year)

1 Day = 0.0333

Example: 2 years, 8 months, 5 days = 2.817

**The hourly basis method is for intermittent or variable employment.** Convert the total hours worked for each year to a ratio as indicated below.

Total hours per year \_\_\_\_\_ ÷ 500 = \_\_\_\_\_ % of one year of service.

If the result is greater than 1.000, use 1.000.

Example: 323 ÷ 500 = 0.646%



Member Services Division, P.O. Box 4000, Sacramento, CA 95812-4000  
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## Request for Service Credit Cost Information Additional Retirement Service Credit (ARSC) (Air Time or Non-Qualified Service)

### Part 1: Member Information

Name	Social Security Number		
Former Name (if applicable) ( )	Current Employer ( )		
Work Phone	Home Phone		
Mailing Address	City	State	ZIP Code

### Part 2: Documentation of Service

☐ I have attached a copy of the estimate to purchase service credit. If not, indicate why: \_\_\_\_\_

Based upon the attached service credit purchase estimate, how many years of ARSC do you intend to purchase? (check one box only) A separate election document with detailed payment options will be mailed to you once this form has been processed.

☐ 1 year    ☐ 2 years    ☐ 3 years    ☐ 4 years    ☐ 5 years

Have you requested this cost information before? ☐ Yes ☐ No If yes, enter date request was submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you submitted a retirement application? ☐ Yes ☐ No If yes, enter retirement date \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you anticipate purchasing this credit with a rollover or plan-to-plan transfer of pre-tax funds? ☐ Yes ☐ No

### Part 3: Certification of Non-Government Employment

(Please refer to the instruction page for information on completing this section.)

I have read the preceding instruction page and certify that I have at least \_\_\_\_\_.\_\_\_\_\_ years of service (as calculated according to the instruction page) that has not been taken into account or received under this government plan. Such service is for employment other than as an employee of a government agency, an educational organization, or a government employees association. I hereby certify that the above information is true and correct and understand that I may need to provide documentation of such employment, if requested.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Date

Sign and date this request form, make a copy of your request for your records, and attach a copy of your online service credit purchase estimate.

Mail all materials to **CalPERS Member Services Division, P.O. Box 4000, Sacramento, CA 95812-4000.**